

28 June 1963

Colonel White:

STATINTL

Attached is [ ] Mail and Courier Task Force report. He is prepared to brief you at your convenience.

The Task Force accomplished the combination of several special external courier runs with regular service with estimated savings of \$15,600. Otherwise they seem to have concluded that the present system is about as good as it can be.

The study recommends amending [ ] and publication of a Handbook to tighten the present system. Tab F suggests specific amendments to the regulation and that can proceed to the coordination process. Tab G suggests a bare bones outline for a Handbook. We will still need to find someone to write it.

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I believe [ ] explored with OTR the possibility of having one of the instructors from the clerical training staff develop the Handbook, but they don't have anyone they can break loose for the full time effort a project of this magnitude would require. The content of the outline suggests that RID would be the most logical place to seek an author. Within DD/S, however, [ ] people or someone from the Office of Security would seem to be the most logical since we apparently can't get a clerical training instructor.

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We owe the Executive Director a response on the Mail and Courier subject. I believe we could satisfy this by sending Paul's report forward, but first we should have somebody actively working on the Handbook.



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*I have read  
the covering 14 June 63  
memo. Would like  
a full scale oral  
briefing by [redacted] -  
anyone else he wants  
to bring someone  
soon.*

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<b>TRANSMITTAL SLIP</b>		DATE 11 Feb 1963
TO: Colonel White		
ROOM NO.	BUILDING	
REMARKS:  Attached are two items which result from the briefing on the Mail and Courier Service.  Recommend your signature and initials.   <i>The Notice was coordinated with</i> FROM: <i>Logistics</i>		
ROOM NO.	BUILDING	EXTENSION

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